

ALANA INTERCULTURAL BOARD

Constitution and Bylaws

MISSION STATEMENT

The ALANA Intercultural Board (“ALANA”) is an umbrella student organization that strives to be the focal point for diversity and interculturalism at Cornell University. ALANA is committed to building bridges between diverse groups; developing understanding, appreciation, diversity of the members of the University community.

ALANA initiates and encourages programs and services that contribute to a broader understanding of diversity. ALANA serves the multicultural community by providing programming that fosters awareness of and appreciation for diversity and multiculturalism. In addition, ALANA seeks to allocate funds to those registered student organizations that provide such programming. ALANA programs embrace social, cultural, educational, and service initiatives that help to express the variety of perspectives and experiences at Cornell, and that respond to the needs of students of diverse cultural backgrounds. ALANA seeks to provide the other umbrella organizations (BSU, CAPSU, LAL, NASAC, SAC) with resources needed to promote and expand diversity to the Cornell and larger Ithaca community. ALANA aims to stand in solidarity with the umbrella organizations in being advocates and raising awareness for their respective communities.

Primarily we seek to provide the Cornell community with wide and diversified programming on a regular basis as well as allocate funds to registered student organizations for programs that encourage diversity and multiculturalism.

ALANA shall be part of an overall strengthening of multicultural programming throughout Cornell University. ALANA shall facilitate cross-cultural programming. In addition, the Executive Board shall at its discretion create and/or support programs in the Cornell and surrounding communities that it determines are in accordance with ALANA’s mission, and that provide significant opportunity for Cornell students to engage with diverse cultures and perspectives.

ARTICLE I NAME AND HISTORICAL CONTEXT

SECTION I NAME

The name of this organization shall be the ALANA Intercultural Board.

SECTION II HISTORICAL CONTEXT

ALANA Intercultural Board used to be named the A.L.A.N.A Programming Board. The A.L.A.N.A historically was an acronym for African Latino Asian and Native American which represented the communities of color that this organization focused on. The larger organization has expanded its mission to focus on the intersections of culture. ALANA leadership has chosen to not limit its focus to those four groups of people, but has created an organization that is inclusive of all identities such as interfaith, multi-racial, and LGBT, etc. The current name ALANA Intercultural Board no longer represents the acronym but stands alone by itself.

ARTICLE II IMPACT ON THE CORNELL COMMUNITY

The ALANA Intercultural Board is an intercultural umbrella student organization that seeks to provide the Cornell community with a wide variety of programming that fosters awareness of and appreciation for a wide variety of perspectives and the ability to engage inter-culturally. In addition, ALANA seeks to allocate funds to those registered student organizations that wish to provide such programming. ALANA programs embrace social, cultural, educational, and service initiatives that help to express the variety of perspectives and experiences at Cornell, and that respond to the needs of students of who come from an extensive range of heritages and lifestyles. We are committed to creating and supporting events that cater to the intercultural community at Cornell University and the surrounding Ithaca area.

ARTICLE III PLACE IN UNIVERSITY STRUCTURE

The ALANA Intercultural Board is a part of the Dean of Students Office and exists under the jurisdiction of this office

ARTICLE IV FUNDING

ALANA receives byline funding from the Student Assembly. The allocated amount is a dollar amount per undergraduate student each year at Cornell University, and is fixed for two-year periods.

ARTICLE V GOOD STANDING STATUS

SECTION I UMBRELLA ORGANIZATIONS

In order for umbrella organizations to maintain recognition and good standing status with ALANA, the umbrella leaders (Presidents, Co-Chairs, Facilitators, etc.), must perform the following:

1. Officially register their member organizations using the Multicultural Member Organization Registration Form
2. Hold Monthly Delegate Meetings for their Member Organizations
3. Track and Report Attendance figures of Delegate Meetings to the ALANA
4. ~~Attend bi-weekly Executive Council Meetings *Meeting Times subject to change~~
5. Fulfill responsibilities of ALANA Funding Commissioner
6. Track and Report information on funds received by ALANA which include but are not limited to expenses, attendance figures, programs, etc.
7. Attend ALANA Monthly General Body Meetings

SECTION II MEMBER ORGANIZATIONS

In order for member organizations to maintain recognition and good standing status with ALANA they must perform the following:

1. Provide Member Organization Representative attendance at ALANA monthly General-Body meetings

Discretionary Clause:

The above serves as guidelines in regards to whether or not an organization is in good standing status with ALANA. However, due to unique circumstances (such as member organizations arising during the middle of the semester), the AFB and the ALANA executive board may consider funding these organizations. The AFB may not exceed the member organization or umbrella tier maximum allocation.

SECTION III NON-COMPLIANCE

If the umbrella organizations or member organizations mentioned above does not act in accordance with these guidelines, that organization will jeopardize its eligibility to receive ALANA recognition and/or ALANA funding for the remainder of the current year and the following year. Proper measures may be taken for special circumstances, at the discretion of the Executive Board. These guidelines may be changed by a simple majority vote of the E-Board of ALANA.

ARTICLE VI NON-DISCRIMINATION CLAUSE

As an organization, ALANA does not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, relationship status, national origin, race, religion, sex, sexual orientation, veteran status, membership status (or lack thereof) in any other organization, or any combination of these factors when determining its membership and when determining the equal rights of all General-Body members and Executive-Body board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

ARTICLE VII STAFF ADVISOR

An advisor for ALANA shall be appointed from the Dean of Students office staff. The advisor must have a proven ability to respond to the needs and sensitivities of students of a wide variety of heritages and lifestyles. The advisor should not be hired, continued, or fired without the input of members of the Executive Board. The Executive Board shall play a major role in the development of a job description for the advisor. The advisor shall undergo an annual review by the Board.

ARTICLE VIII EXECUTIVE BOARD

SECTION I EXECUTIVE BOARD COMPOSITION

The E-Board shall consist of Cornell students and one non-student advisor. Each student member must attend all of the ALANA meetings, both executive, general body, and ALANA events.

SECTION II ABSENCES

If an E-Board member cannot attend a meeting or event, she/he must contact the Vice President of Operations within 24 hours of the meeting for the absence to be excused. One unexcused absence will result in a loss of voting privileges for the next meeting. Two unexcused absences in a semester will result in a review of E-Board status by the remainder of the E-Board.

SECTION II VOTING MEMBERSHIP

Membership in the MCFAB Committee is not membership on the E-Board, except the MCFAB Chair(s), in that no voting power is granted to MCFAB Committee members. MCFAB Committee members may still attend E-Board meetings and may be involved in the planning and executing of ALANA events. Membership in ALANA Finance Board is not membership on the ALANA E-Board, except for the ALANA Treasurer, in that no voting power is granted to ALANA Finance Board members.

ARTICLE IX BYLAWS

SECTION I EXECUTIVE BOARD FUNCTIONS

The functions of the Executive-Board, collectively, shall be:

1. To provide a focus for the intercultural communities.
2. To provide and/or support intercultural programs that make individual lifestyles and heritages visible to the entire Cornell community.
3. To initiate and implement intercultural activities, ranging from major events to small gatherings.
4. To determine the allocation of funds appropriated to it; choosing on the basis of merit and accountability, from among a wide variety of social, cultural, and educational programs.
5. To provide knowledge, skills, and resources to facilitate programming by other multicultural and/or intercultural organizations.
6. To co-sponsor intercultural programs with other campus organizations and to assist in the implementation of these programs, when necessary.
7. To facilitate intercultural interaction between diverse organizations at Cornell.
8. To make other boards more aware of the needs and interests of the intercultural and multicultural communities at Cornell University.
9. To execute multiple Multicultural Concert Funding Advisory Board (MCFAB) events per year targeted at the communities, which fall under the ALANA Umbrella.

SECTION II MULTICULTURAL CONCERT FUND ADVISORY BOARD (MCFAB)

MCFAB is a sub-committee of ALANA that is chaired by the internally elected MCFAB chair. This chair is chosen by the previous person holding the position through an application and interview process. The existing ALANA Executive Board must approve of the MCFAB chair by a 2/3rd majority of all vote eligible members. At the discretion of the MCFAB chair, an E-board consisting of a Vice-Chair, Treasurer, Ambassadors, Publicity Chairs, Logistics Chairs, and Secretary may be appointed through an application and interview process. MCFAB produces musical, entertainment, and/or acts with a social justice theme, that highlight artists, performers, and/or programs that represent some of the diverse array of interests in the ALANA umbrella communities. MCFAB is funded by ALANA, the Dean of Students' Office, and the Student Activity Fee. ALANA must use at least a portion of its money annually for the MCFAB concert/events.

SECTION III ALANA FUNDING BOARD

1. The ALANA Funding Board (AFB) is the financial branch of ALANA. It reviews all requests for ALANA funding as well as the policies and guidelines regarding ALANA funds and those organizations, which receive funding from it (ALANA Programming, Co-Programming, Co-Sponsorships, Member organizations, and Umbrella Tier Funding).
2. The AFB shall consist of the ALANA Treasurer as the chair of AFB; one treasurer from each umbrella organization; and 5 Funding Commissioners from the community at large to be selected by the ALANA Funding Board.
3. Members of the ALANA or Umbrella executive boards, with the exception of ALANA and Umbrella treasurers, are not eligible to serve as commissioners of the ALANA Funding Board.
4. Quorum shall be defined as a simple majority of all voting members. A designee of the chair shall take minutes at all meetings.
5. One person from the funding board shall be designated to track and record all funding information.

SECTION IV EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

1. ADVISOR

The Advisor must attend all General Body (G-Body) and E-Board meetings. She/he must have sufficient office hours to meet with E-Board members. She/he shall be a liaison between ALANA and Cornell administration. She/he must be available to contact and answer questions of the board. She/he must take responsibility for all ALANA approved actions.

2. PRESIDENT

The President shall facilitate weekly E-Board and monthly G-Body meetings, ~~and monthly Umbrella leader meetings~~. She/he will create weekly agendas for the E-Board meetings, as well as for the monthly G-Body meetings. The president shall be the chief executive officer of the Boards. She/he may call special meetings when necessary. She/he shall meet regularly with the Advisor. She/he shall arrange and attend meetings with the administration when necessary. She/he shall overlook the internal relations and maintain the harmony of the Executive Board. She/he shall delegate responsibilities regarding the implementation of all ALANA programming, funding, and/or any activities consistent with the goals of ALANA. **Only E-Board members that are currently serving as an E-Board member may be eligible for this position.**

3. VICE PRESIDENT OF OPERATIONS

The Vice President of Operations must take minutes of all Executive Board meetings and track attendance figures at ALANA events such as general body meetings. She/he shall maintain an orderly file of meeting minutes. She/he must bring a record of all agendas and minutes to every meeting. She/he is responsible for securing venues for ALANA meetings and events. She/he must attend all necessary meetings with University administrators and complete all necessary paperwork in regard to the use of University property. She/he must maintain a file of all post-programming evaluations and pictures sent by the members of ALANA registered organizations receiving funding. She/he must keep a record of general body attendance, and committee attendance/participation. **She/he will be in charge of the recruitment process and elections.** In the case that President is unable to fulfill their duties, the Vice President of Operations shall fulfill the President's position for the duration of the President's absence. In the case that this position is left vacant during the academic year, the E-Board shall choose to appoint a new person internally for this position by a 2/3rds majority vote.

4. VICE-PRESIDENT OF EXTERNAL AFFAIRS

The Vice President of External Affairs is responsible for manage relationships between ALANA and the multicultural community at large. She/he must keep a record of communication between ALANA and other student organizations. She/he will overlook the external relations and harmony of ALANA's relationship with other umbrella organizations. ~~In accordance with this goal, the Vice President of External Affairs shall serve as the chair of the Executive Council.~~ In the case that the Vice President of External Relations is unable to fulfill his/her duties within the academic year, the E-Board is allowed to elect a new Vice President **of External Affairs** internally by a 2/3rds vote for the duration of the Academic year.

5. TREASURER

A) ALANA EXECUTIVE BOARD

The Treasurer shall manage the Board's budget and any other financial matters as they arise, while notifying the Board of any changes. She/he shall communicate as necessary with the University accountants to question, confirm, etc. financial transactions. She/he shall keep a record of all financial transactions, and have financial records present at all meetings. She/he shall act as fiscal advisor to all E-Board members and their committees. She/he shall meet with the Advisor and the President on a regular basis. She/he shall work with the MCFAB Chair and the MCFAB Committee in regard to the financial issues of that organization. She/he shall solicit co-sponsorship for ALANA events when necessary. In the case that the Treasurer is unable to fulfill his/her duties within the academic year, the E-Board is allowed to elect a new Treasurer internally by a 2/3 vote for the duration of the Academic year. ~~Only E-Board members that have served, or are currently serving as an E-Board member may be eligible for this position.~~

B) ALANA FUNDING BOARD

The Treasurer shall serve as the chair of the ALANA Funding Board. As the chair of the AFB, the treasurer shall report all funding decisions to the ALANA Executive Board for final approval.

6. ALANA ~~AMBASSADOR CHAIR~~ VICE PRESIDENT OF PROGRAMMING

The ALANA ~~Ambassador Chair~~ Vice President of Programming is responsible for overseeing the entire group of ALANA ~~Ambassadors~~ Program Coordinators in creating, planning, and implementing ALANA's programs and co-programs. She/he shall ensure that necessary support for any collaborative event is provided. She/he will ensure proper set-up prior to, and clean up afterward, for all ALANA collaborative programs. She/he must keep a very organized collection of all paperwork used during the event planning process to submit to the ~~Internal Relations Coordinator~~ Vice President of Operations. She/he will be responsible for conducting bi-weekly meetings with the ALANA ~~Ambassadors~~ Program Coordinators and reporting all information discussed to the entire ALANA executive board during their weekly meetings. In the case that the ~~Ambassador Chair~~ Vice President of Programming is unable to fulfill his/her duties within the academic year, the E-Board is allowed to elect a new ~~Ambassador Chair~~ Vice President of Programming internally by a 2/3 vote for the duration of the Academic year. ~~Only E-Board members that have served, or are currently serving as an Ambassador may be eligible for this position.~~

~~7. ALANA AMBASSADORS PROGRAM COORDINATORS~~

~~There will be a programming board of program coordinators, six ALANA Ambassadors who are directly responsible for the development and coordination of all of ALANA's programs and co-programs. They will oversee the programmatic aspects of ALANA. They will be in charge of making sure that all documentation is in order, meeting with the Advisor when contracts need to be drafted, and any other things related to the planning and executing of programs. Ambassadors shall work on large-scale programs that involve collaboration across many communities on campus through programs. All ambassador positions will be at large positions. In the case that this position is left vacant during the academic year, the E-Board shall choose to appoint a new person for this position by a 2/3rds majority vote.~~

~~7. PUBLICITY CHAIR VICE PRESIDENT OF PUBLIC RELATIONS~~

The ~~Publicity Chair~~ Vice President of Public Relations is responsible for overseeing the Public Relations Board Members in ensuring that all ALANA events are publicized within the student community at Cornell and Ithaca within a timely manner. She/he is responsible for the timely creation and distribution of fliers, newspaper ads, and any other form of advertising. She/he will be responsible for updating and maintaining the ALANA Student Website, Facebook Page, and Twitter Account. She/he will monitor the Event Calendar on the ALANA blog, as well as assure the Executive Board that ALANA-official documents, such as the Constitution and Funding Application, ~~and General Body Minutes~~ are available in a timely manner. She/he will be responsible for reaching out to all of the student organizations under the ALANA umbrella to get news, updates, and media clips to post on our Facebook Fan Page and Twitter account. She/he will update the student website that will be in the form of a blog, with publications on major events that fall under the ALANA umbrella. In the case that this position is left vacant during the academic year, the E-Board shall choose to appoint a new person for this position by a 2/3rd majority vote.

~~8. MULTICULTURAL CONCERT FUNDING ADVISORY BOARD CHAIR~~

The MCFAB Chair(s) shall serve as the chair of the Multicultural Funding Advisory Board. The MCFAB chair shall regularly report MCFAB programming to the ALANA Executive Board. The MCFAB chair shall ensure that the performance needs for ALANA programs are met.

~~9. ELECTIONS~~

The ALANA Executive Board shall hold annual elections for its positions. In order to be eligible to be elected the President, ~~Vice President of Operations~~, and Vice President of External Affairs, ~~and Vice President of Programming, and Vice President of Public Relations or Treasurer~~, a candidate must either be a current or past ALANA e-board member, current or past umbrella e-board member, or be an active member of a member organization that is in good standing with ALANA. Any person seeking to hold the above positions ~~be a voting member of the ALANA Intercultural Board for the first time~~ must be elected by a body consisting of ALANA's umbrella organizations and member organizations. Each umbrella and member organization in good standing within ALANA must cast one vote in favor of a candidate. The candidate with a simple majority of votes will receive her/his respective Executive Board position with all of the voting rights and privileges attached during the academic year they are elected.

~~10. APPOINTED POSITIONS~~

~~The ALANA Executive Board shall appoint the MCFAB chair and the Treasurer. The candidate chosen by the previous E-Board will receive her/his respective Executive Board position with all of the voting rights and privileges attached during the academic year they are appointed.~~

~~A. ALANA AMBASSADORS PROGRAM COORDINATORS~~

There will be a programming committee under the ALANA Intercultural Board. This committee of program coordinators will be referred to as the "ALANA Programming Board" ~~six ALANA Ambassadors~~ who are directly responsible for the development and coordination of all of ALANA's programs and co-programs. They will oversee the programmatic aspects of ALANA. They will be in charge of making sure that all documentation is in order, meeting with the Advisor when contracts need to be drafted, and any other things related to the planning and executing of programs. ~~Ambassadors~~ Program coordinators shall work on large-scale programs that involve collaboration across many communities on campus through programs. E-Board meetings shall be open to Program Coordinators. Program coordinators have the ability to earn voting member rights by maintaining consistent attendance to ALANA meetings or attending 3 consecutive E-Board meetings and/or g-bodies. If a voting active program coordinator incurs two unexcused absences in a semester from their programming board meetings or their E-Board meeting they will lose voting status on the ALANA Intercultural Board. ~~All ambassador positions will be at large positions. In the case that this position is left vacant during the academic year, the E-Board shall choose to appoint a new person for this position by a 2/3rds majority vote.~~

~~B. ALANA PUBLIC RELATIONS COORDINATORS~~

There will be a committee of public relations coordinators. They will be responsible for ensuring that all ALANA events and initiatives are properly communicated to the Cornell community. Public relations coordinators will work closely with other committees within ALANA to ensure that there events, campaigns, or other initiatives are adequately publicized to the larger Cornell community. This will include but will not be limited to maintaining the ALANA twitter sites, Facebook, websites, list-servs and other forms of media. E-Board meetings shall be open to Publicity coordinators. They have the ability earn voting member rights by maintaining consistent attendance to ALANA meetings or attending 3 consecutive E-Board meetings and/or g-bodies. If a voting active public relations coordinator incurs two unexcused absences in a semester from their public relations board meetings or ALANA E-Board meeting they will lose voting status on the ALANA Intercultural Board.

C. Vacant Positions

If elected positions (i.e. President, VP External, VP Operations, VP Programming, and VP Publicity) remain vacant after the elections period. The vacant position will be appointed by the the Recruitment Committee through an application/interview process similar to the application process of the funding commission.

12. CHANGES TO ALANA EXECUTIVE BOARD

The E-Board may at its discretion choose to make an exception to these guidelines if there is a 2/3rd majority by all voting eligible members of the Executive Board as well as approval by the ALANA advisor. The Executive Board also has the ability to institute non-voting positions, committees, or other mechanisms needed to carry out ALANA functions by a 2/3 voting majority. Any changes to ALANA election procedures regarding the election of voting members of the ALANA Executive Board must be approved by a 2/3rds vote of all ALANA voting Membership .

ARTICLE IX CO-SPONSORSHIPS, CO-PROGRAMS, EXECUTIVE-BOARD PROGRAMS, UMBRELLA ORGANIZATION PROGRAMS

The ALANA Programming Board shall set aside a portion of its annual funding for the purpose of co -sponsorship, co- programming, executive board programs and umbrella organization programming. Co-sponsorship and co-programming shall entail the granting of funds to other organizations, which have the intentions of producing specific programs in accordance with the mission of the ALANA Programming Board, as stated in this document. Executive board programs shall entail the use of funds for programs specifically coordinated by the executive board or in alliance with the executive board, in which case an Ambassador or the Ambassador Chair is directly working with another organization to plan the event. ALANA will provide money to eligible organizations whose members wish to plan and carry out an event that is in accordance with ALANA's mission and goals; this will be called a co-sponsorship. ALANA will also provide money, expertise, and assistance to eligible organizations whose members have an idea for an event they would like to plan and carry out with at least one other ALANA- registered organization; this will be called a co-program. The money allotted for co-programmed events will be greater than that allotted for co-sponsored events. Umbrella organization programs shall entail the use of funds for programs specifically coordinated by umbrella organizations or in alliance with umbrella organizations directly working with another organization to plan the event.

ELIGIBILITY TO APPLY FOR CO-SPONSORSHIPS AND/OR CO-PROGRAMS & FUNDING HEARINGS

Student organizations shall receive funding only if they are current and consistent members of the ALANA G -Body, as described above. In order to present a proposal for funding, the organization must be in Good Standing with ALANA, as described above. At least two members of an organization asking for funding must be present during a co-sponsorship and/or co-programming funding hearing. The ALANA Executive Board may, at its discretion, plan, carry out, and/or fund events and/or programs that are in accordance with ALANA's mission, and that provide opportunities for students to learn about and engage with diverse perspectives and cultures.

ELIGIBILITY TO APPLY FOR UMBRELLA TIER FUNDING

Umbrella organizations shall receive funding only if they are current and consistent members of the ALANA G -Body, as described above. In order to present a proposal for funding, the organization must be in Good Standing with ALANA, as described above. At least two members (Treasurer and President, or the Treasurer and another officer appointed by the President to attend) of an organization asking for funding must be present during an umbrella tier funding hearing.

ARTICLE XI FUNDING GUIDELINES

These funding guidelines articulate the extent, limitations, and processes by which student organizations may obtain and use commission funds. All student organizations which have business with ALANA are expected to understand and follow these guidelines.

Definitions and Terms

Applicant: The organization or organizations who are parties to the application.

Application: An application consisting of several requests for funding submitted to ALANA by one or more applicants.

Business Day: A business day shall be any day the Office of the Dean of Students is open for regular business and regular undergraduate classes are in session.

Fiscal Year: A university fiscal year, which extends from July 1 to June 30 in the following calendar year.

New Organization: An organization who claimed registered student organization status during the fiscal year that it is applying for funding.

Price Quote: A price quote is a good faith estimate of the cost of goods or services for which the applicant is requesting funds. To be valid for ALANA, the price quote must:

- Be dated within the last two calendar years
- Be written in English or be accompanied by a written translation to English; and
- Include unit costs or prices for each requested expense for which the quote issued as documentation
- Include cost of shipping and handling, if additional funding is requested for those costs.

Registered Student Organization: An organization that has a current and complete registration on file with the

Student Leadership Engagement and Campus Activities office.

Returning Organization: An organization that has had registered status in the Student Leadership Engagement and Campus Activities office for at least one fiscal year.

SAFC: Student Assembly Finance Commission

SLECA: The [Student Leadership Engagement and Campus Activities Office](#) is an administrative unit of the university that grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

ALANA Funding Board: *Refer to Section 4

Version of Record

The version of the guidelines posted online is the version of record, and it shall supersede any other existing versions.

Applicants

This section establishes rules and procedures governing the interactions of applicant organizations and ALANA.

Eligibility and Basic Requirements

To be eligible for ALANA Funding your organization must be:

- registered with the Student Leadership, Engagement and Campus Activities (SLECA)
- have an account with the Student Assembly Finance Commission (SAFC)
- have undergraduate members who comprise at least sixty percent of its total membership, excluding alumni members;
- be in good standing with the ALANA Intercultural Board.

The organization must meet all eligibility requirements as well as submit both an online funding hearing request (funding application) and supporting materials before the monthly deadlines set by ALANA in order for ALANA to accept and review such requests and materials. ALANA may not accept submissions from organizations that have not met the eligibility requirements.

Good Standing with ALANA

*Refer to Article V.

Request for Funds Purpose

Individual organizations may obtain funds by submitting a Co-Sponsorship Application. Organizations collaborating on an event may obtain funds by submitting a Co-Programming application. The application is a pre-requisite for a funding hearing.

When Application is Due

ALANA sets deadlines for online submissions in its calendar. Application deadlines occur biweekly.

When Funds Become Available

ALANA releases decisions on funding hearings the Tuesday following the hearing occurring on a Sun day unless a specific time has been agreed upon between ALANA and the applying organization. Once the notification email has been sent, an organization has 24 hours to respond to the ALANA Funding Hearing Coordinator, to accept the results of the funding hearing. Funds may be used towards expenses that occur between the first and last days of classes for the fiscal year in which those funds are allocated. Funds remain available until revoked or reverted at the end of the fiscal year.

Maximum Allocation

Please read the maximum allocation guidelines for the specific type of application your organization submitted: Co-Sponsorship or Co-Programming. Take note that maximum allocation is for the fiscal year, not per funding application.

Co-Sponsorship

ALANA assigns each organization a maximum of seven hundred (\$700.00) dollars, which determines the maximum amount of funding the organization, can receive in its funding request.

Co-Programming

ALANA assigns each organization a maximum of seven hundred dollars with an additional three hundred dollars if collaborating with another organization, which determines the maximum amount of funding the organizations, can receive in its funding application.

Umbrella Tier Funding

Umbrella organizations are eligible for funding up to a predetermined amount according to Student Assembly's Appendix B. The amount is subject to annual review by the **ALANA Intercultural Board in consultation with the Umbrella organizations** ~~Executive Council~~.

Decisions

Funding decisions are based on quality of application, preparedness during a funding hearing, as well as expected attendance. Expected Attendance/Funding Ratios for **cosponsorships** are as follows:

Expected Attendance	Maximum Allocation
50	\$300.00 \$400.00
100	\$400.00 \$550.00
150	\$500.00 \$700.00
200	\$600.00 \$850.00
250+	\$700.00 \$1000.00

Expected Attendance/Funding Ratios for Co-programming are as follows:

Number of Attendees	Funding (\$) Combined
50	\$500.00
100	\$650.00
150	\$800.00
200-250	\$1000.00
250 +	\$1000.00 (per coprogramming organization)

Discretionary Clause:

The chart above serves as guidelines to the appropriate allocation for events, however, due to the unique circumstances that many of the programs ALANA funds (such as reactionary events to campus issues) the AFB and the ALANA executive board may consider funding organizations more than the actual amount listed above. The AFB may not exceed the member organization or umbrella tier maximum allocation.

Funding Hearings

An organization will receive a Funding Hearing scheduled the ~~Sunday~~ **Friday/Saturday** following the ~~Wednesday~~ **Sunday/Monday** monthly deadline.

ALANA:

1. Does not accept older versions of the Funding Application;
2. Accepts additional documentation and statements provided by the applicant which clarify or support the requests included in the original submission; and,

Supported Expenses

This section describes the kinds of expenses which ALANA may fund.

The following general principles apply to all expenses funded by ALANA:

- ALANA funds only for expenses that relate to the purpose and mission of ALANA as specified in its registration with the Student Activities Office.
- In requests for funding, organizations must always break down the amounts it expects to be funded by ALANA.
- Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.
- To be eligible for funding the event must:
- occur between the ~~first and last day of classes~~ **(occur between first and last day of the semester**
- occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Spring Break **(except Fall Break and February Break)**
- a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints;

Funding Process

ALANA and MCFAB

ALANA and MCFAB must submit an event proposal form to the AFB for any expense exceeding \$500. The AFB will audit the expenditure to ensure that the expense is not a form of misuse, overspending, double allocation or other potential problem to ALANA's overall budget. The AFB will submit their recommendations to the ALANA Executive Board for final approval. If the expense is approved by a simple majority vote of all eligible voting ALANA Executive Board members, the funds will then be used to make the necessary purchases. The ALANA Treasurer shall not take part in the auditing process of ALANA or MCFAB funds.

Umbrella Tiered Funding

Umbrella organizations are eligible to receive funds up to a predetermined amount. In order to access funds, an umbrella organization must turn in an event proposal form. The AFB will review the expenditure to ensure the the expense is not a form of misuse, overspending, double allocation or other potential problem to ALANA's overall budget. The AFB will decide on a final allocation for the umbrella organization. This allocation will be sent to the ALANA Executive board for final approval of a simple majority vote of all eligible voting ALANA Executive Board members. The Umbrella organization applying for funding shall not take part in its own allocation process.

Co-Sponsorships and Co-Programming

Member organizations are eligible to receive funds according to ALANA and MCFAB's guidelines for co-sponsorship and co-programming. In order to access funds, a member organization must apply for funding. The AFB will review the expenditure to ensure the the expense is not a form of misuse, overspending, double allocation or other potential problem to the overall bud get. The AFB will decide on a final allocation for the umbrella organization. This allocation will be se nt to the ALANA Executive board for final approval of a simple majority vote of all eligible ALANA Executive Board members.

Emergency funding for umbrella organizations and member organizations (Saim)

ALANA will allocate funding for events held on short notice. Such events include occurrences that require a response from a particular community, minority group or a multicultural organization. These funding requests are not subjected to the funding cycle deadlines and do not effect a member organization's \$1,000 funding cap. Umbrella organizations approved of emergency funding will access these funds through their Umbrella Tier Funding allocation. Events eligible for emergency funding include, but are not limited to:

- Candle light vigils
- Town Hall Meetings
- Educational programming related to the issue
- Protests

Emergency Funding Procedure

1. An organization seeking emergency funding should contact the ALANA Treasurer with an explanation of the program and include a detailed budget
2. The ALANA Treasurer will determine the eligibility of funding requests by utilizing the same measures that are used to evaluate regular funding application and submit all necessary documentation on the organizations behalf to the ALANA President and Advisor for final approval
3. The ALANA President and Advisor rejects the application or any parts of it that include prohibited expenses for ALANA funding
4. The ALANA President and Advisor considers the parts it accepts on the merits as if they were part of the regular budget request and allocates accordingly

Appeal

An umbrella or member organization may choose to appeal its own funding decision directly to the ALANA Intercultural Board. The organization must notify the ALANA Treasurer within two days of receiving its funding decision. The ALANA E -Board may choose to overturn its previous decision by a 2/3rds majority vote of all eligible ALANA Executive Board members. If a funding decision is overturn, the ALANA Executive Board must choose and approve a new funding allocation by a 2/3rds vote of all voting eligible ALANA Executive Board members.

Permitted Expenses

- copying and printing services;
- Food
- chalk;
- advertising for recruitment;
- repairs and maintenance of equipment;
- Willard Straight Hall mailbox rental fee.
- guest performers, including:
- honorarium or engagement fee,
- transport,
- lodging,
- meals;
- venue rental;
- event production services;
- supplies and materials essential to the event;
- media rental and licensing fees;
- Student travel expenses, including:
- transport, and
- lodging.

- entry fees; and,
- supplies and materials essential to participation in the event.
- The Student Travel Purpose must:
 - be located outside the municipal limits of Tompkins County, New York;
 - occur between the first day of classes and the last day of exams for the semester in which it occurs;
 - be organized and hosted by another institution;
 - not be a retreat in which group members partake in team building, training activities, and other such activities which do not further the purpose of the organization; and,
 - production of a publication that:
 - circulates in the same academic year funds are issued;
 - is available to the entire Cornell community and distributed at locations on campus frequented by this community, including campus dining facilities, student centers, libraries;
 - issue at least 100 copies; and,
 - include the e-mail, phone, or mailing address for the president, treasurer, and advisor of the organization in each issue.

Prohibited Expenses

- Durable goods and items with a typical or expected useful life of more than one year
- Gifts/Prizes/Gift Cards
- Events held outside the Ithaca area
- Strictly social events (i.e. parties)
- Events deviating from original proposal/budget
- Uniforms/Costumes - rentals are not included

Post Funding Documentation

After an event has been approved for funding, the following documentation must be submitted to ALANA's Funding Hearing Coordinator the Friday following the approved event:

- A copy of the event flyer, which must have the statement "Funded by ALANA Intercultural Board"
- Five copies of the Event Evaluation form, to be completed by event attendees.
- Two pictures of the event

ARTICLE XI AMENDMENTS

Amendments to the ALANA Intercultural Board that effect existing ALANA structures such as programming, funding guidelines, restrictions on funding etc. must first be approved must be approved by a 2/3rds approval all voting eligible members of the ALANA Executive Board unless otherwise specified in the Constitution. These changes include but are not limited to ALANA Constitution and By-Laws and Umbrella Organization constitution regarding ALANA structures and funds. Any Cornell undergraduate student, faculty member, or other Cornell administrator who wishes amend, restrict, expand, and/or otherwise legislate ALANA structures must perform the following procedure:

1. Every voting eligible member of the ALANA Executive Board must be notified of the amendment, restriction, expansion, and/or other legislation five days prior to a regular ALANA Executive Board meeting.
2. Amendment, restriction, expansion, and/or other legislation must be introduced during a regular ALANA Executive Board meeting whereby 2/3rd quorum of all voting eligible membership must be present at the E-Board meeting for introduction to be valid.
3. Amendment, restriction, expansion, and/or other legislation can only be voted upon in a regular ALANA Executive Board meeting following the initial introduction where by at least a 2/3rd quorum of all eligible voting membership must be present for voting to take place.
4. Amendment, restriction, expansion, and/ or other legislation must be approved by the ALANA Executive Board by a 2/3 majority vote.

Appendix A

Multicultural Concert Funding Advisory Board

The Multicultural Concert Funding Advisory Board (MCFAB) is essential to the Cornell campus. As a part of the ALANA Intercultural Board, MCFAB works to build community on campus through performing arts and concert events. It is evident that music and performance art is not only an effective way to bring a diverse number of students together, but also encourage positive collaboration among various multicultural organizations. MCFAB doesn't only provide a venue for entertainment on campus, but an agency to re-think and re-imagine social justice and campus activism through performance art. In addition, MCFAB aims to support multi-cultural performing arts by co-sponsoring and co-programming events with member organizations within the ALANA Intercultural Board. While MCFAB remains a committee within ALANA, MCFAB maintains an E-Board with specialized functions in order to carry out its performance and funding functions. The board consists of 10 voting members:

Chair:

The Chair is primarily responsible for ensuring that one or more entertainment events, including concerts, performers, and/or artists of various genres, representing the interests of the multicultural communities at Cornell and the surrounding communities, takes place

during the school year. She/he, with the assistance of the committee, must arrange the act(s) for the concert. The president shall facilitate weekly E-Board meetings.

Treasurer:

Preparing and presenting budgets for new or ongoing events. Advise on financial implications of event planning. Present reports on the MCFAB's finances. Manage accounts and keep a record of our funding and spending ventures

Marketing/ Publicity:

- Design and create posters or other advertisements for MCFAB events
- Organize publicity events such as at study breaks in different dorms or tabling to promote events
- Organize runners to promote events
- In charge of the brand management; the campaigning and spreading of the MCFAB name
- Update the MCFAB twitter and Facebook pages about MCFAB events, co-programming organization events on campus.
- Keep updated with new music, YouTube artist, spoken word, dancing, etc.

Secretary:

Taking notes at MCFAB meetings, and keeping an archive of the events we hold as well as Co-Sponsor. Also in charge of the collection of evaluations of events.

Logistics:

Keep up with Funding and Co-Programming request on the MCFAB website, as well as, present them to the e-board for review. Work on booking and contract negotiations.

Ambassador:

Meeting with other organizations about their funding request. Becoming the liaison for the co-programming organizations or artists for MCFAB events. Doing hospitality assistants for Artists pertaining to MCFAB events. Work on booking and contract negotiations.

Funding

These funding guidelines articulate the extent, limitations, and processes by which student organizations may obtain and use commission funds. All student organizations which have business with MCFAB are expected to understand and follow these guidelines.

Definitions Terms

Applicant: The organization or organizations who are parties to the application.

Application: An application consisting of several requests for funding submitted to ALANA by one or more applicants.

Business day: A business day shall be any day the Office of the Dean of Students is open for regular business and regular undergraduate classes are in session.

Fiscal year: A university fiscal year, which extends from July 1 to June 30 in the following calendar year.

New organization: An organization who claimed registered student organization status during the fiscal year that it is applying for funding.

Price quote: A price quote is a good faith estimate of the cost of goods or services for which the applicant is requesting funds. To be valid for MCFAB the price quote must:

- Be dated within the last two calendar years;
- Be written in English or be accompanied by a written translation to English; and
- Include artists honorarium price quote from the artists, agent, or managing company
- Include the total expected budget of the event

Registered student organization: An organization that has a current and complete registration on file with the Student Activities Office.

Returning organization: An organization that has had registered status in the Student Activities Office for at least one fiscal year.

SAFC: Student Assembly Finance Commission

SLECA: The Student Leadership Engagement and Campus Activities is an administrative unit of the university that grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

Version of Record

The version of the guidelines posted online is the version of record, and it shall supersede any other existing versions.

Applicants

This section establishes rules and procedures governing the interactions of applicant organizations and MCFAB.

Eligibility and Basic Requirements

To be eligible for MCFAB Funding your organization must be:

- registered with the Student Activities Office (SAO)
- have an account with the Student Assembly Finance Commission (SAFC)
 - have undergraduate members who comprise at least sixty percent of its total membership, excluding alumni members; and,
- be in good standing with MCFAB.

The organization must meet all eligibility requirements as well as submit both an online funding hearing request (funding application) and supporting materials within a month of the performance of the artists for which MCFAB funds are being requested. This is done in order for MCFAB to accept and review such requests and materials. MCFAB may not accept submissions from organizations that have not met the eligibility requirements.

Request for Funds

Purpose

Organizations may obtain funds by submitting a CoSponsorship Application. Organizations wanting to collaborate with MCFAB may obtain funds by submitting a CoProgramming application. The application is a pre-requisite for a funding hearing.

Permitted Expenses

Organizations may request funds for the following kinds of expense in a regular application:

§ Artists Honorarium fee

§ Equipment

When Application is Due

MCFAB deadlines are at least one month in advance for a co-sponsorship or co-program application if applying directly to MCFAB. A co-sponsorship request may be entertained at any time by an ALANA Intercultural Programming Board recommendation.

When Funds Become Available

MCFAB releases decisions on funding within a week of meeting with the requesting organization with all requested documentation. Once the notification email has been sent, an organization has 24 hours to respond to the MCFAB Treasurer, to accept the results of the funding hearing. Funds may be used towards expenses that occur between the first and last days of classes for the fiscal year in which those funds are allocated. Funds remain available until revoked or reverted at the end of the fiscal year.

Maximum Allocation

Please read the maximum allocation guidelines for the specific type of application your organization submitted: Co- Sponsorship or Co-Programming. Take note that maximum allocation is for the fiscal year, not per funding application.

Co-Sponsorship

MCFAB assigns each organization a maximum of one thousand (\$1000.00) dollars, which determines the maximum amount of funding the organization can receive in its funding request.

Co-Programming

When MCFAB is collaborating with another organization the amount of funds used is up to the discretion of the current members of the E-board.

Decisions

Funding decisions are based on quality of application, preparedness during a funding review meeting, as well as expected attendance and the contribution the event will make towards the multicultural and greater Cornell community. Expected

Attendance/Funding Ratios are as follows:

Expected Attendance	Maximum Allocation
50	\$100.00
100	\$200.00
150	\$300.00
200	\$400.00
250	\$500.00
300	\$600.00
350	\$700.00
400+	\$1000.00

Budget Meeting

An organization will receive a Funding meeting scheduled the Sunday 4 weeks prior to the expected event during a MCFAB meeting. Or at the scheduled convenience of the requesting organization and MCFAB. MCFAB:

1. does not accept older versions of the Funding Application;
2. accepts additional documentation and statements provided by the applicant which clarify or support the requests included in the original submission; and,

Supported Expenses

This section describes the kinds of expenses which MCFAB may fund.

The following general principles apply to all expenses funded by MCFAB:

- MCFAB funds only for expenses that relate to the purpose and mission of MCFAB as specified in its registration with the Student Activities Office.
- In requests for funding, organizations must always break down the amounts it expects to be funded by MCFAB.
- Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.

To be eligible for funding the event must:

- Occur between the first and last day of classes:
 - occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break;
 - a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints;

Permitted Expenses

guest performers, including:

- honorarium or engagement fee,

Prohibited Expenses

- Durable goods and items with a typical or expected useful life of more than one year
- Gifts/Prizes/Gift Cards

Post Funding Documentation

After an event has been approved for funding, the following documentation must be submitted to MCFAB's Treasurer the week following the approved event:

- A copy of the event flyer, which must have the statement "Funded by MCFAB"
- Five copies of the Event Evaluation form, to be completed by event attendees.
- Two pictures of the event

Appendix B

Umbrella Organizations

I. Definition of an Umbrella Organization

- A. An umbrella organization represents an identity-based community on campus.
- B. Current Umbrella Organizations within the larger ALANA Intercultural Board organization are Black Students United (BSU), Cornell Asian Pacific Islander Students' Union (CAPSU), La Asociación Latina (LAL), Native American Students At Cornell (NASAC), and South Asian Council (SAC).

II. ALANA Support for Umbrella Organization

- A. ALANA shall use a portion of its funds to provide the financial support to umbrella organizations. This obligation is contingent upon compliance with Umbrella Organization Responsibilities.
- B. Politically, ALANA shall routinely consult with the umbrella organizations when speaking on behalf of the multi-cultural community, ~~by holding bi-weekly Executive Council meetings.~~

III. Umbrella Organization Responsibilities

- A. As an umbrella organization, umbrella organizations must perform the following functions:
 1. Officially register their member organizations using the Multicultural Member Organization Registration Form
 2. Hold Monthly Delegate Meetings for their Member Organizations
 3. Track and Report Attendance figures of Delegate Meetings to the ALANA Intercultural Board
 4. Attend Bi-Weekly Umbrella Leader Meetings
 5. Track and Report information on funds received by ALANA which include but are not limited to expenses, attendance figures, programs, etc.
 6. Annual review and approval of umbrella constitutions by ALANA.
 7. Attend ALANA Monthly General Body Meetings
- B. Umbrella Organization Delegate Meetings Must Not conflict with ALANA General Body (delegate) meetings. An exception to this rule is if the delegates' meetings are jointly held with ALANA and the respective umbrella organization.
- C. CAPSU and SAC delegate meetings must not conflict with one another. The exception to this rule is if CAPSU and SAC delegate meetings are held jointly.

V. Umbrella Organization Membership

- A. Umbrella organization membership is determined by an annual student organization self-selection into an Umbrella Organization using the Multi-cultural Member Organization Registration Form.
- B. Student organizations may choose to self-select into one, multiple, other, or no umbrella organizations funding.
- C. Only member organizations that self-select into the ALANA Intercultural Board umbrella are eligible for ALANA

VI. Procedure to Become an ALANA Recognized Umbrella Organization

- A. In order to be eligible for to be an umbrella organization, the organization must be a registered student organization under SLECA.
- B. Organization must have at least one member organization that affiliates with prospective umbrella.
 1. Member organization must testify to affiliation in written form.
- C. The aforementioned member organization must also be registered under ALANA.
- D. Criteria for Determining Umbrella Organization Status
 1. Must adhere to definition of Umbrella organization as set forth in Appendix B I.A
 2. Member organization must benefit from affiliation with prospective umbrella organization.
 3. Prospective member organization must represent an identity that is not represented by an umbrella organization in good standing with ALANA and Cornell Community.
 4. Prospective Umbrella Organization's structure must align with ALANA organizational structure.
 5. Must prove long-term sustainability within identity-based community.
- E. An organization that is seeking Umbrella Organization status must be approved by a 2/3rd majority of the eligible voting membership of the ALANA Intercultural Board.

~~VII. Executive Council~~

~~A. Purpose~~

~~i. The Executive Council was created in order to bring umbrella leaders together to foster positive relations among the multicultural community.~~

~~a. This includes: facilitating cross-cultural communication, addressing issues within the multicultural community, and discussing improvements to multicultural community.~~

~~B. Membership~~

~~i. Comprised of ALANA and Umbrella Organizations affiliated with ALANA~~

~~ii. One Co-Chair + One E-board Member per organization~~

~~iii. Chaired by ALANA VP of External Relations~~

~~a. Responsible for creating agenda and facilitating meetings.~~

~~b. In the case that a representative cannot attend, this will result in loss of voting power on issues presented at that meeting~~

- iii. All Umbrella Co-Chairs are expected to attend all bi-weekly meetings
 - a. An umbrella may send a representative in place of the Co-Chair

VIII. Umbrella Tier Funding

- A. All umbrella organizations under ALANA are considered for funding through Umbrella Tier Funding.
- B. Umbrella Tier Funding Assignment
- C. In order to be eligible for funding through the Umbrella Tier Fund
 - i. All Umbrella Leadership shall serve on Executive Council *refer to Appendix B-VII B. Member?
 - ii. Treasurers of Umbrella Organization must fulfill the following responsibilities: stated above.
- A. Attend all funding hearings.
 - i. Co-Presidents may sit in place of Treasurers if necessary (unforeseen circumstances)
 - ii. Each umbrella is given 2 absences per academic year.
 - iii. In the case that both the Treasurer and a Co-President cannot attend, this will result in 3% decrease in the original allocation of funding. The 3% decrease in funding will be transferred to the funding of co-sponsorships and co-programming for member organizations.
- B. Attend trainings in relation to funding hearings.
- C. Maintain financial confidentiality.
- D. Treasurers must submit all financial documentation of their respective umbrellas by the assigned
 - i. Failure to submit these documents will result in a 3% decrease each week they are late.
 - iii. In order to receive full funding, the Treasurer of every umbrella organization must adhere to the rules

VI. Accountability- If an umbrella organization fails to do the aforementioned responsibilities, then ALANA reserves the right to withhold ALANA support, null umbrella recognition, or take other corrective action necessary within the realm of its jurisdiction.

Appendix C

- A. The umbrella organizations shall maintain a uniform documentation which records ALL of their expenses both under the Umbrella Tiered Fund and outside funding sources.
- B. The umbrella organization shall follow the below template.
- C. The ALANA Treasurer shall be responsible for providing this template to the umbrella organizations.

Umbrella Budget

Revenues			
UPF Allocation	\$	-	
		Cost	UPF Spend
Events Summary	\$	-	\$ -
Administrative Sepnding	\$	-	\$ -
Total Spending	\$	-	\$ -
Event Name	Expenses		Attendance
	Food	\$ -	
	Advertising	\$ -	
	Operating	\$ -	
	Venue	\$ -	
	Other	\$ -	
	Total Expenses	\$ -	0
			#DIV/0!
Funding Sources			
	ALANA (UPF)	\$ -	
	xxx	\$ -	
	xxx	\$ -	
	xxx	\$ -	
	xxx	\$ -	
	xxx	\$ -	
	Total Funding	\$ -	